**Minutes of the**

**Nicolet Federated Library System**

**Board of Trustees**

**October 5, 2015 – 12 p.m.**

**Kress Family Branch Library, De Pere**

**Present:** Corrie Campbell, Paul Gustafson, Ken Harter, Marsha Hoeffs, Nancy Miller, Kathy Pletcher, Sandy Ryczkowski, Christopher Wagner, Bob Entringer, Cheryl Maxwell, Rosetta Stern, Julia Wallace, Ryan Kuehn

**Absent**: Evan Hucek

**Excused:** Christopher Wagner, Miriam Erickson

**Also Present:** Mark Merrifield (NFLS), Jamie Matczak (NFLS), Becca Berger (NFLS)

1. **Welcome & lunch.** Ken Harter called the meeting to order at 12:12 pm. Introductions were made.
2. **Agenda Revisions.** Mark said Item No. 7 would be moved to the Treasurer’s report.
3. **Open Forum**. Nothing was reported.
4. **August 11, 2015 minutes.** There was a motion to approve the August minutes by Corrie Campbell. Seconded by Julia Wallace. Motion Carries.
5. **Reports:**
	1. President – Ken Harter. No report.
	2. Treasurer’s Report– Sandy Ryczkowski reported that she met with Mark and Tom to review the audit and budgets and to determine what needs to be done to unassigned funds. She suggested a November meeting to talk strictly about the budget. Ken Harter asked the group if this would be a good idea. The group decided to meet November 10. Ryan Kuehn asked the financial paperwork ahead of the November meeting.
	3. Personnel Committee Report – No report.
	4. Director’s Report – Mark Merrifield

Mark reported that he was out most of the month of August in the hospital and rehab. He is still playing catch up. He has been working on the Strategic Plan, the Plan of Service and the Budget.

He talked about the new Menominee member to the board, Elizabeth Arnold.

Jamie talked about Wisconsin Trustee Training Week and handed out an attendance report. She thought the week was a success despite attendance being lower.

1. **Review and approve the revised 2015 NFLS budget.**
	1. Mark said this will be discussed at the November meeting.
2. **Review and discuss proposed fund balance minimum requirement.**

This was discussed under the Treasurer’s Report.

1. **Discuss extension of Schenck contract for annual audit.**

Mark said Schenck presented the audit has been doing it for us for the past 6 years. It seems reasonable and they have been doing a good job. Ryan Kuehn asked if other auditors have been pursued and Mark said it’s usually done on a three-year contract. There’s a new expense in the audit because they have to evaluate the retirement program in a different way.

1. **Review Draft 2016 NFLS budget.**

Mark highlighted a few items but said it would be deferred until the November meeting.

1. **NFLS 2016 Annual Plan of Service.**

Mark reviewed the plan of service and highlighted the changes for the coming year and asked for approval. The Plan of Service is required to be submitted by mid-October in order for us to get our first state aid payment by late November. Cheryl Maxwell made a motion to approve the Plan of Service and Corrie Campbell seconded. Motion Carries.

1. **Review and approve the Revised NFLS Strategic Plan.**

Mark went over the new initiative in the plan and the activities that will fall under it. There was some discussion on having the letter also sent to library system board presidents and to county library boards. The group agreed it would be ok to send a copy of the letter to the county library boards. Mark is going to ask Bruce to attend the December meeting to discuss the final draft of the plan.

1. **New Business.**

There wasn’t any new business to discuss.

1. **Adjourn.** Corrie Campbell moved to adjourn the meeting at 3:13 pm. Kathy Pletcher seconded. Motion carries.

**Next Meeting: November 10, 2015, Kress Family Branch, De Pere --**

**Emil and Gail Fisher Meeting Room B, Lower Level**

**12 pm**

Jamie Matczak, Recording Secretary